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ABSTRACT

This book is a functional study of colleges and universities and is intended to aid: (1) those responsible for the documentation of these institutions including archivists, records managers, administrators, historians, librarians; and (2) those responsible for documentation within other institutions such as banks, hospitals, governments, etc. For those involved in academic environments, the book offers specific advice about the records of modern colleges and universities and proposes a method to ensure their adequate documentation. The volume contains descriptions of the primary functions of colleges and universities and explores the problems of documenting them. For those in other institutions, the book offers a method to analyze and plan the preservation of records for any type of institution. (GLR)

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